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ABSTRACT

This report contains information detailing a state conference which was held to foster citizen awareness of the value of library services and to translate that awareness into concern and willingness to become involved in programs to improve the quality of information services. Seven sections discuss the following: (1) the conference planning process; (2) pre-conference activity; (3) conference activities; (4) issues, recommendations, and resolutions; (5) delegates chosen for the national White House conference; (6) post-state conference activity; and (7) results of an evaluation survey conducted at the conference. Appendices include letters, lists, forms, memos, agendas, and other materials distributed at the conference. (FM)

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PROCEEDINGS

of the

Oklahoma Governor's Conference on Libraries and Information Services

April 30 - May 2, 1978

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A Pre-White House Conference

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The Steering Committee of the Oklahoma Governor's Conference on Libraries and Information Services is pleased to present you with this copy of its Proceedings. If we may be of any further service to you, please contact our coordinator, Marilyn Vesely, at the address below.

Dr. H. Wayne Morgan, Chairman
Professor of History, University of Oklahoma

Representative Hannah Atkins
State House of Representatives

Mr. Robert L. Clark, Jr., Director
The Oklahoma Department of Libraries

Dr. Leslie Fisher
State Superintendent of Public Instruction

Mrs. Grester LaMar, President
Oklahoma Department of Libraries Board

Senator Norman A. Lamb
State Senate

Mr. Scott Orbison
State Regents for Higher Education

Ms. Dee Ann Ray, Director
Western Plains Library System

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OKLAHOMA GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES

PROCEEDINGS

I. INTRODUCTION

April 30 - May 2, 1978 were the dates of the Oklahoma Governor's Conference on Libraries and Information Services. Nearly a year of meetings, surveys, briefings, and public relations work helped make a success of this meeting held in Oklahoma City.

The goal of the Conference was to "Create citizen awareness of the value of library service in their lives and the lives of their children and to translate that awareness into concern and willingness to become involved in programs to improve the quality of their informational services." The demonstrated willingness of the delegates to accept this responsibility and take it back to their communities was very heartening to the conference planners.

Two-thirds of the official delegation were community leaders, present and potential library users, and the remaining one-third were from the information profession. The 150 delegates represented all geographic areas, interest groups, educational, financial, and ethnic backgrounds. All worked together to pass about 150 resolutions and select a team to take their concerns to the White House Conference in Washington, D.C.

Oklahoma librarians deserve a special acknowledgement. They were always available for donations of time, advice, support and materials, in spite of the fact that most of them would not be invited to attend. If they were fortunate to serve in the capacity of observers or aides, they were required to pay all of their own expenses, and were not permitted to debate or vote.

Immediate values of the Conference were the state-wide publicity which, while focusing on the three-day meeting, spilled over into all areas in the state and into all types of libraries. Enthusiasm prompted the formation of a state "Friends" group, and perhaps gave impetus to passage of House Bill 1552 which more than doubled the state aid given to public libraries, and Senate Bill 454 which provided monies to be used to implement a library media program in several schools in the state.

II. PLANNING PROCESS

Planning for the Conference began officially on July 13, 1977. Anne Rounds, President of the Oklahoma Library Association, and Robert L. Clark, Jr., Director of the Oklahoma Department of Libraries, invited 12 persons to meet as prospective members of the Steering Committee. They represented school, special, public, and university libraries, and the Oklahoma Department of Libraries. Lay persons were from the Legislature, Governor's Office, business and university communities. The Oklahoma Department of Libraries board then certified the members and added two additional ones. Dr. H. Wayne Morgan, Professor of History at the University of Oklahoma agreed to be the Chairman of the Conference, and as such, the Chairman of the Steering Committee. Mr. Alphonse Trezza, Executive Director of NCLIS attended the meeting, as did Esther Mae Henke, a member of the White House Advisory Council, and Marilyn Vesely, a member of the Oklahoma Department of Libraries staff, who was subsequently selected as the Conference Coordinator.

Monthly meetings of the Steering Committee were held, and sub-committees were designated. Each sub-committee was chaired by a member of the Steering Committee, and members of the sub-committees selected once again from representatives of a variety of backgrounds, and geographical areas. (Appendix 1) Sub-committees met once a month; more often as needed. The duties of these groups

are listed below.

1. FINANCE - The State Library Agency was appointed to serve as the fiscal agent for the Conference, so it's Director, Robert L. Clark, Jr., offered to serve as chairman of this committee, and a budget of $49,500 was developed. It is interesting to note that the only other Governor's Conference on Libraries in Oklahoma took place in 1964, with a budget of $500.00.

2. INFORMATION - It was the responsibility of the information committee to develop the packets and other informational materials which would provide background for the delegates and visitors. The fact that all delegates appeared to know what to do and how to do it, attests to the efficiency of this committee. The printing of the program and writing of the proceedings also fell under the purview of this group. They were able to obtain the services of a TV crew, who video-taped over 11 hours of the Conference for historic record, and also for use as a teaching and evaluating tool.

3. MODEL LIBRARY - Instead of a standard exhibit area, a small library was installed in the main conference area to enable delegates and guests to see that an excellent facility could be designed in a relatively small area. (1800 sq. ft.) This committee located donations of equipment, materials and staff, as well as provided for its construction and removal. (Appendix 2)

4. PROGRAM - Plans were made to include the following in the program:

   a. Welcoming reception featuring the First Lady and honoring 15 representative Oklahoma authors. (Appendix 3)

   b. Background information session and group discussions (Appendix 4)

   c. Resolution writing and voting sessions

   d. Nomination and election of White House Delegates (Appendix 5)

   e. Speakers

   f. Entertainment

While the program was full, it maintained a nice variety and rhythm, and kept closely to its allotted time frame.

5. HOSPITALITY - LOCAL ARRANGEMENTS - The myriad tasks of locating a site, and providing for meeting rooms, meals, sleeping facilities, extra ticket sales, and volunteers to handle it all, fell to this sub-committee. A time-table was developed showing which rooms were to be set up; when; and how. Although this was a time-consuming task, it proved most helpful in the long run. (Appendix 6)

6. PUBLIC RELATIONS - A consultant was hired to provide professional, PR. services, and also to coordinate all of the material which was sent out. (Appendix 7) 15 regional volunteers distributed press releases and other materials from the central office to their counties. (Appendix 8)

On August 8, 1978, Governor David L. Boren called the Conference, and by September 1, 1978, a public relations campaign was underway. Regional Contact Persons were selected from every part of the state so that a "local" person could provide the media and the citizen with news of the Conference. Hundreds of newspaper clippings have proved the success of having some decentralized publicity.

Librarians were kept updated by articles in the "Source", a monthly publication of the Oklahoma Department of Libraries, and "The Oklahoma Librarian", a quarterly publication of the Oklahoma Library Association. (Appendix 9) Minutes of the Steering Committee were mailed to all library directors whose libraries served a population of 25,000 or more. A slide/tape show, word of mouth, and the annual Oklahoma Library Association meeting also helped spread the word.

The citizenry were informed through "Check it Out" sheets (Appendix 10), surveys done by the Battelle Needs Assessment interviewers, TV spots, and newspaper coverage. The public relations consultant worked with the committee to

design a logo, stationery, bumper stickets, T-shirt decal, TV spots, and a slide tape show.

The entire Steering Committee functioned as a delegate selection sub-committee. The first two meetings of the group were devoted to assembling names of groups and institutions which should be included, and worked to develop a plan for a distribution which would accommodate the following:

1. Geography
2. Ethnic background
3. Sex
4. Age
5. Handicapped
6. Educational background
7. Financial level
8. Rural - urban orientation
9. Vocation

It was decided to divide the state into quadrants and select 25 lay delegates and 12 library delegates from each quarter. Library delegates would be further divided into 3 special, 3 academic, 3 school, and 3 public/trustee. The extra 2 library delegates were selected at-large from the last group. The special library persons represented business, law, prison, handicapped, newspaper, archives, and military.

Names of delegates along with background information on each candidate were presented at the next several meetings. Meanwhile suggestions began coming in from organizations like the NAACP, Mexican-American Cultural Center, Chambers of Commerce, AFL/CIO, and also from librarians who suggested lay persons from their areas. Over 1000 names were eventually collected, and reduced to about 350 who actually received invitations. All names were then submitted to the Governor's office for his approval. In some cases additional contacts were made to the invitees by telegram or telephone, to provide further explanation and/or to secure their responses. Members of the Legislature, Congressional delegation, White House Advisory Council, elected state officials were also invited to attend as Honorary Delegates. (Appendix 11)

Each delegate received four informational packets before the Conference as well as a packet upon their arrival. They were provided with a phone number of the Conference Coordinator so they could call without charge for answers to any of their questions. Each was invited to visit libraries in his area, and various locales had special briefing sessions for delegates from their districts.

Working closely with the Steering Committee, was the Oklahoma Library Association. They agreed to handle some of the accounting chores, sponsored a wine and cheese reception, coordinated their annual Legislative Day activities with the Conference theme, and devoted part of their annual convention to discussing Conference plans. The Oklahoma Department of Libraries also assisted by providing meeting space and office space and use of equipment to the Coordinator.

By October the program had been defined. (Appendix 12) The Committee wanted a good blend of formality and informality; work and relaxation; speaking and listening sessions. They felt that a basic information session was imperative; that it would be good to have a nationally known speaker as a drawing card, and a local speaker who could talk as "one of us".

In December, all members of the committees got together for a get-acquainted luncheon. Ms. Heather Nicoll from the NCLIS Washington office, attended and related the state conferences to the White House Conference, and chairpersons discussed the plans and progress being made in each sub-committee.

After the first of the year, the planning moved more swiftly; discussion topics were defined and moderators and research persons were selected. These persons also received background information packets, and assembled in February for a one day training session led by Dr. Brooke Sheldon, of the Texas Woman's University, in Denton, Texas. (Appendix 13) People were contacted to present the information section of the program and Oklahoma authors were invited to

participate in the opening reception. The Hospitality Committee was lining up workers for the various jobs at the registration desk, ticket takers, office workers, etc. The Model Library Committee was searching for donors of materials and staffers. Other informational agencies were invited to include brochures on their specialties to be given away in the library. (Appendix 14)

The end of March found most projects nearing completion, and the annual Oklahoma Library Association meeting was an excellent place to talk to librarians, answer their questions, and to distribute materials to them which they could take home and re-distribute to their own user group.

April was the month to hit hard at publicity; to be certain that all delegates had received the necessary pre-conference background (Appendix 15) and to go over the many details of the Conference itself, like timetables and supplies. (Appendix 16)

III. PRE-CONFERENCE ACTIVITY

The needs assessment study was contracted to Battelle Laboratories of Columbus, Ohio. Their staff visited 75 libraries, held 16 mini-conferences in as many communities, interviewed 185 persons, and mailed out 1200 questionnaires. The interviewers attended several Steering Committee meetings to keep the members informed of citizen feelings and concerns, and also provided a high-light document which was presented to all delegates and facilitators before the Conference.

Every delegate received a "Check it Out" sheet and was encouraged to visit libraries in his area. Many were invited to their public library to discuss local concerns. Delegates took their responsibility seriously. One man called 50 persons at random out of his telephone directory to inquire what they thought about libraries. Regional contact persons kept their local media informed. The slide

tape presentation, speakers, TV spots, and local efforts by library personnel alerted people to the coming Conference. Four television programs, with wide state viewing audiences provided time for members of the Steering Committee to publicize libraries and the Conference, and hundreds of newspaper stories appeared. Nine television stations across the state donated public service time to air the six 30-second spots.

IV. STATE CONFERENCE

The Steering Committee of the Oklahoma Governor's Conference felt their meeting was very successful, and that it was due to some of the following:

1. Much time was taken in selecting delegates -- to locate persons who were vocal, involved, and representatives of various interests.

2. Effort was made to present as much background as possible and to avoid professional jargon. (Appendix 17)

3. A program was set up with a variety of activities which would maintain delegate interest, and a well organized framework established under which the delegates could work effectively.

4. At no time did the Steering Committee try to direct the delegates. No resolutions were formed, or nominations made by anyone but the delegates. They had an opportunity to ask for time to discuss issues which had not be considered. (Appendix 18) They found time for their own informal caucuses. Even the standing rules were open for discussion and voted upon by the delegates.

5. Only delegates were permitted to debate and vote. There were never more than 50 observers in any one meeting. However, receptions and meal functions were open to all. (Appendix 19)

The program mentioned earlier, shows the activities of the Conference, but

perhaps a little amplification is necessary regarding the personalities of persons who handled the major roles.

Dr. Morgan, Chairman, is not a librarian, and kept the planning from being slanted toward librarians. He refused to let the Steering Committee become defensive under criticism or succumb to outside pressures. He was able to keep the meetings before the Conference, as well as during the Conference, moving along, and handled each potential crisis with calmness.

Lt. Governor George Nigh gave the Welcoming/Keynote address in the absence of the Governor. He is a witty and polished speaker and related well with his audience.

The speakers at the Monday morning information session had all done their homework, and kept not only within their subject areas, but also within their time allotments. They answered questions from the floor deftly and politely, and never made the delegates feel that their remarks were unimportant or trivial. (Appendix 20)

Discussion group volunteers had met several times before the Conference and knew in advance which delegates would be in their groups. Questions and some background information on the various topics were included in the packet, but discussants were not obligated in any way to be bound by them. Discussion leaders were selected not only for their expertise in the subject areas, but also for their skills in group dynamics. They knew how to keep the group from getting too far from their subject, how to get everyone involved, etc.

Internationally known speaker, writer, humanitarian, Norman Cousins attended the Monday evening reception and spoke at the dinner following. He was the one "Big Name" attraction, and many newspapers carried releases about his speech.

On the evaluation sheets of delegates and visitors alike, he was rated either very high or very low. It may be that conservative Oklahomans object because of his support of the United Nations. In fact a citizen called from the western part of the state to protest his involvement. Yet many persons bought tickets to the dinner just to hear him speak, and in that way learned of the Conference.

State Representative, Hannah Atkins, a former librarian, and the only black woman in the State Legislature, handled the business session dealing with resolutions. The session was long, and some debates were heated, yet she kept the meeting moving, and saw to it that decorum was preserved. Her column in the "Black Dispatch" recorded her thoughts about the Conference. (Appendix 21)

Dr. Nancy Feldman, from the University of Tulsa, was the final speaker. Her job was to inspire the delegates to use their newly acquired knowlege about libraries in their home areas. The complete speeches of Governor Nigh, Mr. Norman Cousins, Dr. Nancy Feldman, and the speakers at the Information Session were video-taped and are deposited in the Audio-Visual Department of the Oklahoma Department of Libraries.

Library school students and volunteers performed all the necessary, if mundane tasks. A director of a regional library system found herself keeping notes on a blackboard during a discussion group, and the former director of a large academic library managed an overhead projector. All accepted their assignments graciously and allowed the program to move smoothly. At least two persons were assigned to each room to serve as "runner". They got extra pencils, water, chalk, delivered messages, etc.

Final appreciation should go once again to the delegates, without whom there would have been no productive Conference. They listened, questioned, debated, caucused, resolved, nominated, and voted. They were concerned and many became involved with libraries for the first time. It will be an awesome responsibility not to let them down.

VI. ISSUES AND RECOMMENDATIONS

Because of concern expressed by various librarians throughout the state that the State Library or the Steering Committee would try to push its own interests during the resolutions stage of the Conference, the committee felt that they would leave the entire resolution forming portion to the official delegates.

Delegates were provided with much information in pre-conference mailings, in packets at the Conference, by speakers, and by resource personnel available in all meetings, and in the model library. They had a copy of the highlights of the Battelle Study, which identified some problems as their interviewers saw them in talking with persons around the state.

The following were issues as seen by Battelle:*

1. On what basis should libraries decide what services and materials to provide?
2. How should libraries of all kinds work together to provide the services Oklahomans need?
3. Who should pay for the library?
4. How should responsibility for good library service be shared among decision makers?

From 9p.m. May 1st, 1978, until after midnight, delegates met to discuss and form resolutions. They were typed and copied during the night and returned to delegates early on May 2nd. During the morning session other resolutions were added, and all were voted upon. Because of the Open Meeting Law requirements, voting was done by counting hands, and also by having a signed voting sheet for the record. A copy of the resolutions is at the end of this section.

Special notice should be given to two items. The interest in improving the resolutions and following up the conference in resolutions 35 and 36, and the failure of resolution 20. This resolution was defeated by only a few votes, and perhaps additional thought on this proposal will be necessary.

* The Battelle report and/or the Highlights document is available from the Oklahoma Department of Libraries, 200 NE 18th St. Oklahoma City, OK 73105

TOPIC AREA I

Ensure that basic minimums of library and information services adequate to meet the needs of all local communities are satisfied.

Issue #1

How is the general public to be informed of the services and resources in our state?

Policy Recommendation

Public libraries and the State Library should invest in an image building campaign to sell Oklahomans on the potential usefulness of the library.

Program Recommendations

1a. TV, newspaper, radio, and other media of communications should be employed for an education program for the citizenry regarding libraries of all types, and their services.

1b. Support the formation of a state-wide Friends of the Library group to assist in publicizing library services.

1c. Hold regional mini-conferences involving community and business leaders to educate them about informational services.

Issue #2

How will basic services be funded?

Policy Recommendations

2a. Commend the State Legislature for passing the Common Education Bill which appropriates money for school library media program, and request additional funding.

2b. State aid should be increased, especially in the areas of career education, academic libraries, for library building construction, and to provide special services for life-long learning.

2c. Other sources of income, such as grants, should be sought.

Program Recommendations

2a. Urge the State Legislature to pass a five-year media plan for schools with initial legislative funding at a minimum level of $1.4 million the first year, and appropriations at the same or increased levels each year thereafter, in order to provide a library media program at each school site.

2b. Support the State Regents report which has determined that not less than 6% of the total budget for each state supported institution of higher education be appropriated for the exclusive support of library services and materials.

2b. Urge the State Legislature to appropriate the interest earned from accumulated State Surplus Funds for each of two years beginning with Fiscal Year 1979/80 for the purchase of books, periodicals, and other materials toward meeting accepted standards for academic libraries.

2b. Work toward achieving a minimum funding for public libraries which is equal to, or greater than, the regional average, within two years, while not allowing a local jurisdiction to reduce their present contribution.

2c. The Oklahoma Department of Libraries should provide a consultant in the area of proposal writing, so that libraries weak in that area, could take advantage of state and/or federal funds.

Issue #3

How should basic services be defined?

Policy Recommendation

Libraries,schools, and other information agencies should cooperate to provide services based on their communities needs.

Program Recommendations

3a. Research and needs assessment techniques should be employed in determining the individual community needs and implementation of all types of service.

3b. Minorities and other groups should be involved parties in the planning and policy development, and be represented on boards that make the decisions on program implementation.

3c. Regional mini-conferences should be held for greater grass-roots input, into knowing which services are most needed and desired. Business and other groups should work with libraries in a similar manner.

TOPIC AREA II

Provide adequate special services to special constituencies including the unserved.

Issue #1

How should facilities be made adequate for use by physically handicapped?

Policy Recommendation

Libraries should be available for all citizens, and as free as possible of structural barriers. Each library should take appropriate steps to meet physical needs and special services for the isolated, elderly, blind, deaf, etc.

Issue #2

What types of special services are needed?

Policy Recommendation

Needs assessment and community surveys should determine the composition of potential users.

Program Recommendations

2a. All library planning must pay special attention to the existance of

minority groups and cultures, and provide for their needs.

2b. Survey the outreach service to jails and other correctional institutions in Oklahoma, and see that the barriers to enforcement of standards, policies, and procedures be removed. Achieve cooperation with the Department of Corrections and the Oklahoma Department of Libraries in this endeavor.

2c. Trained, professional librarians should be employed in all types of libries, to provide special services to school children, minority groups, business leaders, institutionalized, and others needing special assistance.

2d. Continuing education on a life-long basis should be an active program in libraries for the illiterate, as well as persons of all ages.

TOPIC AREA III.

Strengthen statewide resources and systems.

Issue #1.

How can networking be improved?

Policy Recommendation

The Oklahoma Department of Libraries should initiate leadership in establishing a state-wide plan which will facilitate cooperative planning and implementation of local and area library services.

Program Recommendations

1a. Add to the state Network Advisory Council lay members representing a cross section of the community

1b. Establish formal cooperation between the Oklahoma Dept. of Libraries and the State Dept. of Education, Library Resources Section, to improve services to public and common school libraries.

1c. The Oklahoma Legislature should be urged to provide incentive funding for the encouragement and support of cooperative services.

Issue #2

What other type of resource sharing should be used?

Policy Recommendation

All human resource agencies should cooperate to provide solutions to users needs.

Program Recommendations

2a. Information and referral services should be established to assist isolated persons in both urban and rural areas.

2b. The State Library should investigate the possibility of establishing a video reference network to make all materials which are part of Oklahoma's information resources (especially materials which cannot be copied or loaned) available to all citizens.

2c. Compile a directory of special collections within the state, to be distributed to public libraries and available to other library and non-library groups.

TOPIC AREA IV.

Ensure basic and continuing education of personnel essential to the implementation of a National Program.

Issue #1.

How can library workers improve their skills?

Policy Recommendation

It is imperative that more professionally trained staff members be employed, and that more in-service training be made available.

Program Recommendation

1a. Libraries should cooperate by sharing staff expertise. Volunteers, Friends of the Library, specialists and non-specialists should be used.

1b. A civilian paraprofessional, or professional librarian should be employed in each institution under the direction of a library administrator.

1c. Business organizations should work with libraries to provide financial support and personnel skilled in business to work with the business community in providing specialized data base and other services, and also to set up cooperative workshops explaining the services.

1d. Encourage the Department of Education to include as a requirement for future public school administrator's certification, a course in basic library management.

1e. Library skills for the user should be part of every library's program.

TOPIC AREA V.

Coordinate existing Federal programs of library and information service

Issue #1

Where can Federal and State cooperation be most useful?

Program Recommendation

1a. Congress should be pressured to restore matching construction money.

TOPIC AREA VI.

Encourage the private sector to become an active partner in the development of a National Program.

Issue #1

How should the average citizen participate in libraries?

Program Recommendations

1a. State-wide effort to organize Friends of the Library

1b. Encourage business organizations such as Chambers of Commerce and Small Business Administrations to support libraries, and work with them to solve informational needs of their user group.

Issue #2

What should be the role of the delegates to the Governor's Conference?

Policy Recommendation

State delegates should have a follow-up briefing

Program Recommendations

2a. Governor's Conference delegates should be informed via letters or a follow-up conference discussing the decisions of the White House Conference, and how to implement them in the State.

2b. The delegates to the White House Conference should form a committee to study the existing data and reports relating to libraries in Oklahoma, as well as the resolutions of the Governor's Conference. They should make additional recommendations especially in determining costs of implementing these recommendations, and suggestions for funding them.

TOPIC AREA VII

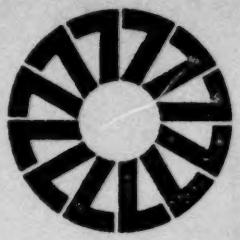
Plan, develp and implement a nationwide network of library and information service.

Issue #1.

Should there be a national network?

Policy Recommendation

All effort should be exerted on the Federal Government to provide resources and leadership in the development and expansion of informational services to all citizens of the United States on a equitable basis.



RESOLUTIONS

1. Resolved, That libraries have a responsability to define and seek out non-users and to provide innovative and applicable services to these groups. Their groups may include, but are not limited to:

   1. Homebound persons
      a. Senior citizens
      b. the handicapped
      c. the chronically ill
      d. otherwise immobile persons

   2. Geographically isolated (rural) persons

   3. Institutional residents (hospitals, prisons)

   4. Ethnic or cultural groups

2. Resolved, That because school children in grades K-12 are in their most formative years, it is imperative that they have the opportunity, facilities and materials to learn how to find information and develop a life-time habit of using library resources and library skills for education and recreation.

   To provide our youth with training in using libraries, every elementary, junior high and high school should have a library media center staffed by a certified librarian, according to the guidelines developed by the Oklahoma State Department of Education.

3. Resolved, That funds should be provided to establish a state-wide telephone network to connect information and referral centers to all communities.

4. Resolved, That libraries, schools, and other human resource agencies should cooperate to provide continuing education opportunities based on the communities needs.

5. Resolved, That matching construction money for public libraries should be restored by Congress, and state aid should be made available for public library buildings.

6. Resolved, That libraries should make use of the communications media to inform the public of their services and materials. Libraries should also make use of volunteers and provide continuing education opportunities for staff.

7. Resolved, That if library service to all people of Oklahoma is to be increased and improved, it is imperative that more professionally trained staff members be employed, that more in-service training be made available, that libraries must cooperate by sharing staff expertise; and that volunteers and Friends of the Library both specialists and non-specialists be utilized.

8. Resolved, That the State of Oklahoma establish a goal of achieving a minimum funding for public libraries which is equal to, or greater than, the regional average within two years. Be it further resolved that no local level can reduce its present contribution.

9. Resolved, That all effort be exerted on the federal government to provide resources/leadership in the development and expansion of informational (library) services to all citizens of the United States on an equitable basis throughout the nation.

10. Resolved, That the Oklahoma Governor's Conference on Libraries and Information Services in formal assembly urges that the State Legislature appropriate the interest earned from accumulated State surplus funds for each of two years beginning with Fiscal Year 1979/80 for the purchase of books, periodicals, and other materials toward meeting accepted standards for academic libraries. (Combine with #27.)

11. Resolved, That research and needs assessment techniques be used in determining individual community needs and implementation of special services.

12. Resolved, That library standards, policies and procedures be enforded in correctional institutions, such as prisons, jails, and juvenile homes, and that a civilian paraprofessional, or professional librarian be employed in each of these institutions under the direction of one library administrator. (Replaced by #51.)

13. Whereas, Needs analysis planning and policy development are the basis for library operations and direction;
Whereas, All populations need to be involved in library development;
Whereas, A generally accepted mechanism is not available for minorities to be involved in the planning process and policy development; and
Whereas, Minorities have most usually been bypassed in the decision making process,
Resolved, That minorities should be an involved party in the planning and policy development by being represented on the boards that make decisions relating to libraries.

14. Resolved, That library planning must pay special attention to the existance of minority groups and cultures, i.e. Indians, blacks, Hispanics, Jews, etc., thus preserving each heritage for all to know.

15. Resolved, That funds be specifically designated for special services.

16. Resolved, That the 36th Oklahoma State Legislature be commended for their foresight in passing the line item appropriation in the Common Education Bill for school library media programs. We realize that this is but a beginning, and we trust that this amount will be increased in each succeeding term to help accomplish our goal in establishing excellent library media centers in every school in Oklahoma.

23. Resolved, That regional miniconferences involving community and business leaders as well as librarians be held throughout the state of Oklahoma. 1) to educate the general citizenry about library services; 2) to assess needs of local communities and plan for improved services; 3) to encourage cooperation between different types of libraries within a region and among libraries and other information agencies.

25. Whereas, Public Law 94-142 arrived via the Rehabilitation Act of 1973 has been passed by the U.S. Congress recognizing the responsibility of public institutions to serve disabled persons;
Whereas, Many libraries are public institutions; and
Whereas, Disabled citizenry (including the visually-impaired, hearing-impaired, other physically and metally disabled and some elderly persons) also pay taxes and/or tution in Oklahoma;
Resolved, That all Oklahoma Libraries start and/or improve service to the disabled population (via making buildings architecturally accessible, providing special equipment and sensitizing library staffs through special training workshops as to how to deal effectively with disabled persons.)

failed

26. Whereas, Library skills are important to fully utilize resources of libraries of all kinds;
Whereas, library skills are best learned in a graduated manner; and
Whereas different library skills are required for different types of libraries in addition to the general skills which are applicable to all libraries;
Resolved, That instruction in the use of library resources should become a vital part of each Oklahoma library's service program.

27. Whereas, Academic libraries perform a unique role in the educational process;
Whereas, Oklahoma academic libraries have been shown to be rated far below recognized standards in many categories of library evaluation; and
Whereas, academic libraries have been especially handicapped by a rapid rate of inflation in the cost of library materials;
Resolved, That this Conference go on record in support of the State Regents report which has determined that a sum of not less than 6% of the total budget for each state supported institution of higher education should be appropriated for the exclusive support of library services and materials.
(Combine with #10)

28. Resolved, That the professional delegates of the Oklahoma Governor's Conference on Libraries to the White House Conference reflect the rural composition and needs of the citizens of our state.

29. Resolved, That local public and state libraries invest in an image building campaign to sell Oklahoma industry and business on the potential usefulness of the library for increasing profits.

30. Resolved, That there be State funding available to provide continuing education in business-oriented services of libraries for library staff people.

31. Resolved, That the state support expanded career education services in public and school libraries.

17 Resolved, That the delegates to the Oklahoma Governor's Conference on Libraries and Information Services support the formulation of a state-wide Friends of the Library Association to assist all types of libraries.

18. Resolved, That the State Board of Education, The Oklahoma Department of Libraries and the State Board of Regents cooperate in working for a legislative proposal for a state-wide capital bond issue for catchup funds for materials in school, public, and academic libraries, the formula to be mutually agreed upon by all three agencies.

failed

19. Whereas, Audiotapes are synonymous with communication barriers for the hearing impaired;
Whereas, It is necessary to produce videotapes and reading materials to overcome the barriers; and
Whereas, There are probable conflicts with the copyright laws;
Resolved, That the libraries of the U.S.A. be provided with exemption from such copyright restrictions so that they may be encouraged to make available for hearing impaired, videotapes of educational and documentary TV programs albeit entertaining, and printed dialogues from those videotapes. Also included are dialogues or scripts of popular movies of educational and documentary nature.

failed

20. Whereas, Indian Tribal governments, the First Americans, are developing governments that are recipients of Federal Grants for many kinds of services for its tribal citizens;
Whereas, No Federal monies are appropriated specifically for Indian Tribal Libraries and archives;
Whereas, Libraries are a critical part of the development of Indian citizens; and
Whereas, Indian people look to the tribal government for services;
Resolved, That Indian tribes should be mentioned specifically as eligible recipients of Federal library grants,and that special set-aside monies should be allocated to Indian tribes.

failed

21. Resolved, That libraries should be available for all citizens and that library facilities should be free as far as possible of structural barriers to the physically handicapped and the libraries extend itself to meet the needs of those who cannot avail themselves of the libraries, and the library should take appropriate steps to provide services for those who need special consideration in order to fully utilize materials available for the blind, the deaf, the physically handicapped, the isolated, the elderly, and the confined.

22. Resolved, That libraries participate in, and be innovative in developing lifelong learning and community education programs; such programs based on local preferences and priorities of all residents;
Resolved, That such programs reduce the fragmentation of local services and promote the coordination of library, educational, and other human and physical resources of the community.

23. Resolved, That special services be provided to aid the illiterate and functionally illiterate adults to learn to read, and that enrichment programs be provided for them.

32. Resolved, That the Oklahoma Department of Libraries and the Federal government encourage business organizations such as Chambers of Commerce and Small Business Administrations to support the public library and work with them to provide information to the business community.

33. Resolved, That libraries have a responsibility to serve the business community, and must make a concerted effort to be supportive to it by furnishing information from data banks, cooperative workshops through a state-wide link funded by both business and state monies.

34. Resolved, That a directory of special collections within the state be compiled and distributed to public libraries and be advertised as available to other library and non-library groups.

35. Whereas, Two days of study is not adequate to cover in depth the many problems of libraries in Oklahoma and the nation;
Resolved, That the official delegates elected from this conference to the White House Conference form a select committee to study the existing data and reports relating to libraries in Oklahoma, as well as the resolutions of this Conference, and make additional recommendations, if needed: In particular the committee should determine the cost of implementing the recommendations of the various studies and resolutions and suggest means for funding them.

36. Resolved, That the Governor's Conference delegates be informed by the White House Conference delegates via letters, or a follow-up conference about the decisions of the White House Conference and discuss how to implement those decisions in Oklahoma.

37. Resolved, That grant writers be made available to libraries that are especially weak, but which could take advantage of state or federal funds if they were aware of what was available.

failed

38. Resolved, That a catalog of all books in all Oklahoma Libraries be compiled showing which libraries have which books.

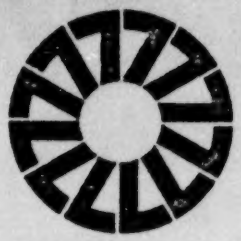
39. Resolved, That the Oklahoma Department of Libraries initiate leadership in establishing a state-wide plan which will facilitate cooperative planning and implementation of local and area library services.

40. Resolved, That there should be a state-wide effort to organize Friends of the Library.

41. Resolved, That formal cooperation be established between the Oklahoma Department of Libraries and the Oklahoma State Department of Education, Library Resources Section, to improve services to public and common school libraries.

42. Resolved, That the Oklahoma Legislature provide incentive funding for the encouragement and support of cooperative services.

43. Resolved, That the Oklahoma Department of Libraries add and assure that the membership of the Network Advisory Committee include lay representatives to represent a cross section of the community.



44. Resolved, That the State Department of Education consider the inclusion of a requirement of basic library management for certification of future public school administrators.

45. Resolved, That we continue to expand our formal and informal efforts at interlibrary cooperation to provide the maximum educational opportunity for our state's children and that we explore further ideas for cooperation to avoid expensive and unnecessary duplication wherever possible.

46. Resolved, That the Oklahoma Governor's Conference on Libraries and Information Services in formal assembly, urges the State Legislature to pass a five-year library media plan for schools, with initial legislative funding at a minimum level of $1.4 million the first year, and appropriations at the same or increased levels each year thereafter. This would provide a library media program at each school site.

47. Resolved, That the Oklahoma Department of Libraries be commended and given recognition for the service they have extended to Oklahomans through public libraries by planning for broader access of educational materials and increased funding.

48. Resolved, That the network(s) coordinated by the Oklahoma Department of Libraries (public, school, special, and university) interact and cooperate with the Biomedical Information Network.

49. Resolved, That information and referral services should be established to assist isolated persons in both urban and rural areas.

50. Resolved, That the state libraries should investigate the possibility of establishing a video reference network to make all materials which are part of Oklahoma's information resources (especially including materials which cannot be copied or loaned such as rare and archival materials) available to all citizens of the state. This would also be effective to reach otherwise non-readers and geographically isolated and homebound citizens.

51. Resolved, That library standards, policies, and procedures be enforced in correctional institutions in Oklahoma by professional librarians in public libraries, the Oklahoma Department of Corrections, or the Oklahoma Department of Libraries.

52. Resolved, That an education program be instigated that will inform through TV, newspaper, radio, and other media of communication, what services are available to the people of Oklahoma through their public and school libraries.

53. Resolved, That the Governor of Oklahoma, the Lt. Governor of Oklahoma, State Legislators, and the Steering Committee for the Oklahoma Governor's Conference on Libraries be commended on their outstanding cooperation in providing the opportunity to evaluate libraries and library facilities in Oklahoma.

54. Resolved, That the Oklahoma Department of Libraries survey the outreach service by public libraries to city jails in Oklahoma pointing out barriers to these services and taking steps to remove any barriers.

55. Resolved, That we, the delegates of the Governor's Conference on Libraries and Information Services, wish to commend the 36th Oklahoma State Legislature for their foresight in appropriating $275,000 in state aid for public libraries. We hope that the next session of the Legislature will appropriate at least the $600,000 needed for the development of public libraries in the state.

VI. DELEGATES TO THE NATIONAL WHITE HOUSE CONFERENCE

Each delegate had an opportunity to nominate one person to be considered as a candidate for the White House delegation. Each was welcome to offer his own name, but library nominations had to come from library delegates, and lay delegates selected lay nominees. Ballots were numbered and colored to make them more visible, but no record was kept of which delegates had which numbered ballots. Ballots were in each delegate's packet, and procedures were discussed at the opening meeting. Delegates were urged to get acquainted so that nominations could be made with some degree of judgment. Lay delegates held their own caucus, so that persons interested in being White House delegates could introduce themselves.

The Steering Committee sorted the nomination slips and formed a librarian slate of 6 names, and a lay slate of 12 names from the nominations. Attention was given to the number of nominations received by any one person, and that all groups were represented. Ballots were typed and copied after midnight and presented to the delegates the following morning. The delegation divided, and no guests were permitted into the voting rooms. Candidates were allowed 3 minutes each to present their views, and the voting took place. Lay members voted for 6 names out of the 12, and the top 6 vote getters were selected delegates. In an identical selection process, 3 names for the librarian group were voted for by the library delegates, and the top 3 out of 6 were elected. Alternates will be determined at a later date with special consideration given to the other nominees, and to keeping a balanced delegation. Private sources will be investigated to underwrite the expenses of the White House Alternates.

The Official White House Delegation, so selected are:

LAY

1. Pat Chambers, Chickasha; Female, white, Chairman of High School English Department

2. Helen Homes, Guthrie; Female, White, retired, former military, teacher and journalist

3. Gail Miller, Altus; Male, White, civil service at Air Force Base.

4. Nancy Walter, Elk City; Female, White, owner of tree nursery, medical technologist

5. Marvin Williamson, Oklahoma City; Male, Black, planner in the State Department of Education

6. Barbara Winder, Tulsa; Female, White, realtor, active in Jewish community and civic organizations

LIBRARY

1. Leonard Eddy, Moore; Male, White, University of Oklahoma Health Sciences Center Library

2. Charlie Lou Rouse, Stillwater; Female, White, President of Oklahoma Association of School Librarians and Media Specialists

3. Pat Woodrum, Tulsa; Female, White, Director of Tulsa Public Library and In-coming President of Oklahoma Library Association

All of the above delegates have signed a statement that they would attend the entire White House Conference, do required background reading, and attend pre-conference regional meetings.

VII. POST-STATE CONFERENCE ACTIVITY

In the packet of each delegate was a sheet suggesting follow-up activities. (Appendix 23) At the end of the Conference all delegates were given press release forms and invited to forward them to their local newspapers. Many such articles were collected by the clipping service. (Appendix 24) In addition the major state newspapers were notified of the resolutions passed, and the names and photographs of the White House Delegates. At least 4 radio stations carried interviews with Chairman Morgan immediately following the Conference. (Because of

tornadoes in the city, TV and newspaper coverage at the Conference was less than had been hoped for.) The "Source" had an article about the Conference publication, and the "Oklahoma Librarian" will feature a photo story in its forthcoming issue. All delegates have been put on the mailing list for future issues of the "Source", and a special newsletter has been developed for delegates, Friends, and volunteers. Regional meetings will be initiated in September to bring the results of the Conference to people throughout the state. All delegates will be urged to participate and a 20-minute video-tape and/or slide show of the Conference will be shown. Attendees at the meetings will be asked to review the resolutions and consider how they could be incorporated into programs at the local level. Librarians, regional contact persons, Friends, volunteers, and the Oklahoma Department of Libraries Board will be working with the Steering Committee to provide meaningful activities at the regional level.

Some of the resolutions passed during the Conference are already being developed into programs. The State Library has budgeted for an In-Wats telephone line to provide easy contact with the Department from any where in the state. A Public Information Office will be established to create better visibility for all types of libraries, and a nucleus group of state wide Friends has set up a timetable and proposed goals.

White House Delegates will be kept informed through newsletters, phone calls and meetings. The first such meeting will be set up for late summer, for the purpose of refining the resolutions, as a result of a vote during the business session by the delegates to the State Conference.

VIII. EVALUATION

Each person who registered for the Conference received an evaluation form in

his packet of materials. Sixty-two delegates, and a number of observers completed and returned their evaluations. Many of these contained supportive comments while others included comments which may be beneficial in future Conference planning. The sixty-two delegates evaluations represented interested citizens, trustees, educators and librarians. The largest group were interested citizens.

Item number 1 of the evaluation form was a classification response which aided the evaluators in determining the number of each of the above categories.

Item number 2 asked if the purposes of the Conference were made clear to them. 85% of interested citizen delegates responded affirmatively; 100% of the trustees responded affirmatively; 85% of the educators responded affirmatively; 95% of the librarians responded affirmatively.

The third item asked delegates if in their opinion, the Conference achieved its purposes. Affirmative responses were given by 77% of the citizens, 100% of the trustees, 85% of the educators, and 85% of the librarians.

The fourth item addressed the organization of the Conference; Affirmative responses were given by 88% of the interested citizens, 100% of the trustees, 92% of the educators and 90% of the librarians indicating the organization was appropriate.

Item number 5 asked about the effectiveness of the two main speakers of the conference. Opinions varied as to the effectiveness of Norman Cousins, and Dr. Nancy Feldman. The majority of the responses indicated an agreement with philosophies expressed by the speakers. Quality speakers are certainly a plus factor in the success of any meeting in prompting people to attend and in creating a learning atmosphere.

Item number 6 was an attempt to determine the effectiveness of the small group sessions conducted. The responses were affirmative by 77% of the citizens

100% of the trustees, 85% of the Educators, and 70% of the librarians

Responses to item number 7 indicates one possible weakness of the Conference. The time to develop the recommendations was somewhat limited and many of the citizens, trustees, and educator delegates indicated dissatisfaction with the outcome. However those delegates representing the librarians responded affirmatively in 70% of the cases. Comments from delegates indicated the frustrations of time, and lack of direction in refining recommendations. Many felt that too many resolutions were introduced. (In order to compensate for this problem, resolutions will be re-worked by the White House Delegates, and resubmitted to citizens during the regional meetings.)

Items 8-9-10 asked for a written response from the evaluators regarding the strengths, weaknesses, and planned action following the Conference. Some of the most frequently mentioned outstanding features of the conference were as follows:

1. Excellent dissemination of information prior to and during the Conference.
2. The opportunity to work with people from the entire state on a common goal.
3. The leadership and discussion groups.
4. Cooperative spirit
5. Detailed planning of the Conference
6. The presentation of facts about libraries, their current conditions and future needs.
7. The excellent use of time and staying on schedule.
8. The interaction between librarians and lay delegates.

Some of the most frequently mentioned weaknesses of the Conference were as follows:

1. Too much interest directed by some toward being a White House Delegate.
2. More time needed for the Conference

3. Need for a resolutions committee to edit and organize resolutions to eliminate duplication and save time.

4. Lack of coverage by the media.

Every delegate returning the evaluation listed at least one activity they would become involved with upon returning to their home community to improve awareness about library conditions and needs. Some committed to work for passage of bond issues; to be more vocal for better libraries; to belong to Friends of the Library, or form a local chapter; some to be volunteers of the local library; educators indicated a desire to encourage more student usage of the library; improve community education and public relations. Some said they would try to make better use of current resources. (Appendix 25)

In terms of our observation of the interaction of delegates, the enthusiasm witnessed, the willingness to speak out before the group and share ideas and concerns and the resolutions passed by these delegates, the Steering Committee believes the Conference was a great success. The ultimate success will be reflected in the future development of libraries through increased interest and support.

A review by members of the Steering Committee and Conference Coordinator suggested several areas of improvement. T he letters of invitation, the wait for the acceptance or regret, the sending of another letter to a new person to fill in that slot, and perhaps a third letter, was too time consuming. Some persons refused to commit themselves until it was almost too late to invite a replacement. It is suggested to either send two or three times the number of invitations and hope that not everyone accepts and that a balanced delegation is achieve, or to call within a week to answer possible questions and get an immediate response. It was found that those who waited two months before responding were generally unable to attend, so it might be well to consider a cut-off date, after which the invitation would be withdrawn.

The follow-up deserved better planning. Perhaps the Steering Committee was giving all of its energies into having a good Conference, and not enough thought into following it up. A special sub-committee should have been formed at the outset so that plans, including thank you notes, press releases, etc., would be ready to go immediately.

One of the plusses of the Conference was that nothing was left to chance. A back-up plan was provided for every conceivable problem. The office at the hotel had three, volunteer, professional secretaries who took turns keeping the work (typing, copying, etc.) going until 2 and 3 a.m. A good copying machine was a necessity; written directions for all volunteer jobs, and a wall chart showing who was to be in every location, and what they were supposed to be doing proved helpful. (Appendix 26)

The Model Library proved to be of minimal expense and was of great value. It was exciting to see all the activity; a state senator listening to a cassette recording, a delegate reading his home-town newspaper, and an Oklahoma Author trying out the children's educational toys. A 30-minute tour of the Library on video-tape will be available from the Coordinator.

The Conference site proved to be a good one; with all the meeting rooms on the same floor, and access to the hotel rooms under the same roof. (Appendix 27) Several rooms were rented from the hotel other than those holding specific meetings and proved a good investment. A room near all the activities was set aside for press and media. It had a phone and typewriter, and was useful for locking projectors, cameras, and other equipment overnight. A delegate's lounge was provided with flowers, typewriters, paper, pencils, etc. It was a useful place for relaxing, writing resolutions etc. The third room was used as a meeting room for

the Steering Committee during the Conference, and also used as a staging area -- that is, a place where the musicians could assemble, where the Oklahoma Authors could relax, and where speakers could find quiet to review their notes. Coffee was available there. There was also a Conference office as mentioned earlier.

Two other items deserve comment. Because of the Open Meeting Law in effect in Oklahoma, all of the meetings of the Steering Committee and the Conference were open to the public. Voting must be recorded, and each vote of each person, by name, must be available if anyone wishes to verify it. The sheet shown earlier as appendix 22 satisfied this requirement with the Attorney General's Office in Oklahoma. It may be necessary to verify something similar in each state.

The state library is also bound by law in the amount of money which can be spent on food, lodging, and mileage. States should check the law in their area, and see if it is necessary to ask delegates to pay some of their own expenses, or work with another agency, such as their library association to handle some of the funding.

SUB-COMMITTEES

FINANCE = Robert L. Clark, Jr.

HOSPITALITY - ARRANGEMENTS

Anne Rounds, Chairman
Linda Levy
Irma Tomberlin
Paul Little
Frances Alsworth

INFORMATION

Leroy Ireton, Chairman
Peggy Gill
Barbara Spriestersbach
Larry Godley
Juanda Boord
Ann Adams

MODEL LIBRARY

Mary Esther Saxon, Chairman
James Alsip
Mary Sherman
Thurman Caperton
Cathy Audley
Dean Doerr
Sharon Saulmon
Aarone Corwin

PROGRAM

Dee Ann Ray, Chairman
Thelma Jones
John Walker
Clarice Roads
Kay Kittrell
Linda Hill

PUBLIC RELATIONS
Larkin Warner, Chairman
Robert L. Clark, Jr.
Alan Leech

APPENDIX 3

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

December 15, 1977

Mr. Bill Burchardt
Oklahoma Today Magazine
500 Will Rogers Building
Oklahoma City, OK 73105

Dear Mr. Burchardt:

Enclosed is a flyer explaining the Governor's Conference on Libraries and Information Services which will be held next spring at the Lincoln Plaza Forum in Oklahoma City. This meeting is intended to gather community leaders from all over the state to identify problems in present library services and develop policies and programs to solve them.

One of the features of the opening night program on April 30th, will be a reception for representative Oklahoma Authors. We invite you and a guest to participage in this reception, and join us for the dinner which will follow. The tentative schedule is:

3:00 - 4:00 p.m.	Delegates arrive, settle in their rooms, and register.
4:00 - 6:00 p.m.	Reception honoring Oklahoma Authors in the Blue Room. Coffee, punch, and cookies will be served. Mrs. David Boren will serve as hostess. Opportunity to visit the Model Library in adjacent room where author's books will be featured.
6:00 - 9:00 p.m.	Dinner with welcome by Governor Boren. Presiding will be Dr. H. Wayne Morgan, Professor of History at the University of Oklahoma and Chairman of the Governor's Conference.

We would be most pleased to have you join us Sunday evening, and ask you to reply as soon as possible. For any additional information regarding the conference or program, and for your reply, you may contact me at the address below.

Sincerely,

Dee Ann Ray
Program Chairman

The Oklahoma Department of Libraries

Dear Oklahoma Author:

We are so pleased to have you participate in the Oklahoma Governor's Conference on Libraries and Information Services. The following information is enclosed for you:

1. Floor plan of Forum building with location of Conference Office, Plaza Room 4, and Blue Room where reception will be held.

2. Tentative program.

3. Meal information. We will have two complimentary tickets for the Sunday evening meal waiting for you in the Conference Office. If you wish to attend any other meal function, it will be necessary for you to purchase additional tickets.

4. Hotel information and reservation card. We regret we do not have funds to provide overnight accommodations for you. However, should you wish to stay at the Lincoln Plaza Hotel, a card is provided.

5. Brochure regarding Oklahoma libraries.

We would like to have you arrive about 3:30 p.m., on April 30, 1978, and check into the Conference Office. We will have your badges, meal tickets, etc. waiting for you, and will usher you to a guest suite where you will have a chance to get acquainted with Mrs. Boren.

No special table has been provided for you for the evening meal; it is our hope you will mingle with the delegates in the front tables.

Please notice that Norman Cousins will speak Monday evening. Should you wish to attend the function for the dinner, or following it, please contact me at the address below. Please do not hesitate to let me answer any of your questions, or provide additional information.

Cordially,

Marilyn L. Vesely
Conference Coordinator

EXPANDING SERVICES TO BUSINESS & INDUSTRY

Information is one of the most valuable commodities in today's marketplace. It forms the basis of new technology, new products, new markets, new services. Meeting the information needs of business and industry is vital to our national economy as well as the individual employee or employer. How are these needs met in Oklahoma?

Some businesses are fortunate enough to have their own libraries which house significant specialized collections staffed by knowledgeable professionals. But there are only about forty such special libraries in Oklahoma. Universities and colleges usually lend materials through existing networks. The average business or businessman, however, has only the public library in his community as his nearest information bank. Yet there are only two business and technology collections/services of any significance in the entire state.

QUESTIONS:

1. What level of support should be offered Oklahoma's business community? Who should offer it? What is the local public library's responsibility to support local industry? (For example, special collections?)

2. What opportunities exist for sharing resources and expanding access to resources beyond the local level, such as among public, special and academic libraries?

3. What technology is available for improving access to information? How can it be made available to the general business community? How can new technology be funded?

4. How can additional resources and services be provided beyond the local level?

5. How can the business community be made aware of the services and resources which exist? How can they be made aware of what they should expect?

FUNDING AND LEGISLATION

Many levels of government and private agencies assume responsibility for different types of libraries:

Schools - Principals, Superintendents, Boards, State Board of Education, Private agencies
Academic - Private and state boards, accrediting agencies
Public - City, county, multi-county boards
Special - County governments, hospitals, businesses, churches, etc.

Some libraries receive no funds, but are dependent upon donations and volunteer help. Others are funded by city, state, federal grants, revenue sharing, and private business. Oklahoma State Government spends less that 1/10th of the national average, about 6¢ per person for library services. Personnel, materials, technology, and building repair costs are greater than ever. Budgets usually remain the same or are cut.

How should libraries be funded? Are some services better funded at the local, state or national level?

Should money be distributed on a per capita basis? Special needs grants? Other?

What are alternatives to increased funding?

Should there be a statewide, one time bond issue to bring all libraries up to minimum standards? Who should decide standards?

Should each library be supported by local, state and federal funds in a set ratio?

Who will fund out-of-state cooperation such as use of computer data bases and inter-library loans?

What should the legal status of libraries be? Should they be established, regulated and funded as educational institutions?

What sort of financial assistance should privately funded libraries receive from governmental sources, if any?

Should library personnel be certified? Certification periodically updated?

Can the legislature pass any new laws to assist in the developing, financing, or support of libraries? In enabling cooperation? In protecting individual rights?

Should there be a federal agency (a state agency) to support and coordinate library activities?

Should laws be passed to facilitate a free flow of information across international boundaries?

TRADITIONAL SERVICES

Library users are more sophisticated than ever. In addition to books on every conceivable subject, they are requesting information from many sources, such as Government Documents, archives, microfilm, films, and computers. Libraries are the most wide spread, and least threatening of all types of educational institution. They serve the minority, disadvantaged, aged, pre-schooler, illiterate, unemployed by offering classes, job information, language lessons, referral services, tutoring, etc. Yet many potential users are not taking advantage of all the services which the library has to offer.

Is a library an educational institution? Is it a cultural center? A recreation center?

Should a library provide information about community services and activities?

Should libraries go out into the communities? (Such as puppet shows in parks, film shows in nursing homes.)

How can traditional services of special libraries (Medical, legal, religious) be used by the public?

How can libraries perform their services better?

How can they publicize their services?

Should an effort be made to move from the traditional book oriented library to a centralized media concept which will include all types of learning materials and equipment?

What is the function of a librarian?

Should libraries be required to meet certain standards? What type? Who should be responsible?

SPECIAL SERVICES

We find there is often not equal access to information. The blind, deaf, physically handicapped often are not served. Persons who are functionally illiterate, mentally retarded, school drop outs require special services. Persons institutionalized in private and public correctional or medical institutions; the elderly; foreign speaking; all require information for life-long learning, but may not be receiving any informational services whatsoever. They may not even know that it should be available to them. Rural citizens and ethnic groups may not feel the information presently available is suited to their needs. The library is no longer kept within its walls, but endeavors to provide outreach services to these groups. It appears that the library is the only educational insitution presently widespread and functioning that can provide all the services required.

How should these special groups be identified? How can libraries find out what types of services they require?

How can libraries deliver services to special groups?

Who should finance services to special groups?

What level of government should be responsible?

How well are the needs of special groups being met at this time?

Would some type of cooperative activity among libraries help solve this problem?

Should libraries other than public (school, academic, law, etc.) provide materials and services to help meet the needs of these special groups? How will this be financed?

TECHNOLOGY AND COOPERATION

There are about 800 libraries within the State of Oklahoma. Many of these have collections of special importance, such as local history, religion, medicine, business, law, etc. At the same time many of the same materials are found in nearly every one of these libraries. The cost of duplication of materials in each place is very high, yet the cost of exchanging and lending materials among institutions is also high. Libraries usually are willing to share their resources, and improved communications technology is making it easier for them to do so, but no library can afford to reduce their services to their primary clientele.

How can libraries cooperate so that their resources can receive maximum use?

Should everybody have access to all libraries?

Should there be a special body to handle and coordinate information sharing?

Should a stable, statewide source of funds be established specifically in support of cooperative activities?

What should be the roles of local, regional, state, and federal governments in promoting cooperation?

Whose responsibility is cooperation across state boundaries?

How should libraries interact with those organizations which sell information for profit?

Should the Federal Government be urged to support cooperation through legislation allowing favorable mail rates, use of copyrighted material, use of communication technology, and development of new technology?

Should libraries place an emphasis on providing services using expensive technology which the general public could not otherwise afford? How will it be financed?

Do we need an up to the minute computer list of holdings of all libraries in the state (in the nation)? Who would house it? Finance it?

PROCEDURE FOR SELECTING DELEGATES TO THE WHITE HOUSE CONFERENCE

Nomination Forms

Attached to this letter is a form for the purpose of nominating a candidate to attend the White House Conference on Library and Information Services in Washington, D.C., October 29- November 3, 1979. Please study the form and make your nomination after you have met the other delegates. You may make one nomination, and it must be an official delegate only; from the library delegation if you are a library-related delegate, and from the lay delegation if you are not involved with information services. You may submit your own name. The nominee must sign the nomination form and it is to be returned to the Conference Office, Plaza Suite 4, by 11:00 P.M., on Monday May 1st.

Slate of Candidates

The Conference Steering Committee will review the nomination forms. They will weigh the number of times a delegate has been nominated, and attempt to follow Federal guidelines, which provide for geographical distribution, as well as representation of various ethnic backgrounds, ages, interests, etc.

Two slates will be drawn up from the names submitted. Slate 1 for lay delegates will consist of twelve names from which 6 will be chosen. Slate 2 for information specialists, will consist of 6 names from which 3 will be chosen.

Voting Procedure

About 2:00 p.m., May 2nd, the lay delegation will meet in the Congress Room and the library delegation will meet in the Cherokee Room. Each will receive a ballot as he enters. Only voting attendants and official delegates will be allowed in these rooms during the voting sessions. Each candidate will be given 2 minutes to make any comments he chooses regarding libraries, the White House Conference, or himself.

Lay delegates will check 6 names on their ballots, and the 6 candidates receiving the greatest number of votes will be elected. Librarian delegates will check 3 names on their ballots and the 3 candidates receiving the greatest number of votes will be elected. In the event of a time, the toss of a coin will decide the winner.

Delegates

As soon as counting is completed and verified, all interested persons may reassemble in the Congress Room for the introduction of the Oklahoma Delegation to The White House Conference.

(In the event there are not enough nominees to provide the number of names required on each slate, the Steering Committee will make nominations from the list of official delegates, after first having secured the candidates' agreement.)

NOMINATION FORM FOR LIBRARY DELEGATES
(Each delegate may nominate one person)

I nominate _____ of _____, OK., to be a delegate to the White House Conference representing the State of Oklahoma in the librarian-related category.

Nominees must give the following information and sign below. They will be given time for a brief statement at the meeting on Tuesday afternoon. You are welcome to submit your own name.

Sex:_____ Race:_____ Age: 20's 30's 40's 50's 60's 70's

Employment:_____

Disability (if any):_____

Special Library or Information Interests: (With room for comments)

School:
Academic:
Public:

Special:
Trustee:
Other:

If selected to be an official delegate to the White House Conference, I will:

1. Read all materials sent to me in advance.
2. Participate in pre-meetings within the state.
3. Attend the entire conference in Washington, DC., from October 29 - November 3, 1979. I understand my meals, room, and transportation will be furnished.
4. Notify the Conference Coordinator at once in the event I become unable to attend.

_____
Signature

NOMINATION FORMS MUST BE RETURNED TO THE CONFERENCE OFFICE BY 11p.m., May 1st.

NOMINATION FORM FOR NON-LIBRARY DELEGATES
(Each delegate may nominate only one person)

I nominate _____ of _____, OK., to be a delegate to the White House Conference representing the State of Oklahoma in the lay category.

Nominees must give the following information and sign below. They will be given time for a brief statement at the meeting on Tuesday afternoon. You are welcome to submit your own name.

Sex:_____ Race:_____ Age: 20's 30's 40's 50's 60's 70's

Employment: _____

Disability (if any): _____

Special interest areas, organizations: (With room for comments)

Military:
Business:
Government:
Agriculture:
Religion:
Education:
Medicine:
Science / Technology:
Other:

If selected to be an official delegate to the White House Conference, I will:

1. Read all materials sent to me in advance.

2. Participate in pre-meetings within the state.

3. Attend the entire conference in Washington, D.C., from October 29 - November 3, 1979. I understand my meals, room, and transportation will be furnished.

4. Notify the Conference Coordinator at once in the event I become unable to attend, move out of the state, or become employed in an information profession.

_____
Signature

NOMINATION FORMS MUST BE RETURNED TO THE CONFERENCE OFFICE BY 11p.m., MAY 1st.

BLUE ROOM

Sunday 4-6pm- reception- chairs around edge of room- 1 serving table for punch and cookies- 300 people attending

Monday- 10:15- 10:30 am- 9 gallons of coffee and 100 soft drinks for coffee break for delegates

1:30-3:45 pm - Business and Industry Discussion(Linda Hill) semi-circular chair arrangement for an estimated 35 persons - blackboard- flip chart on easel- one table with four chairs at front of room- masking tape- black markers-

5:30- 7 pm- O.L.A. Reception- serving table- cash bar- chairs around edge of room

Tuesday- 9:30-9:45 am- coffee break- 9 gallaons coffee and 100 soft drinks

CHEROKEE ROOM

Monday: 1:30-3:45 pm- Cooperation and Technology(Jim Healey) Four triangles made of 3 8 foot tables each in each triangle with chairs around outside of each triangle- blackboard-

9-11 pm: 5 triangles made up as triangles earlier in day; 12 chairs at each triangle; one table with four chairs at front of room; coffee for 200 at 9 pm

Tuesday: 2-3:30 pm- 1 table at front of room with four chairs- one microphone at table at front of room- seating for 50 persons theatre style at front of room(25 chairs on each side of a center aisle); one floor microphone in aisle at front and between seating for the 50 chairs; seating for 30 persons theatre style arranged behind the seating for 50 ;

APPENDIX 8

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

March 3, 1978

Dear Regional Contact:

The news is out that you are the person "in the know" in your area. If you are stuck for answers, need more supplies, or anything, I'll be happy to help you all I can.

Enclosed is a semi-official copy of the program. We still do not have the rooms assigned to each function. But it does have events, people, etc.

Also you will find a copy of the goals of the National Commission of Library and Information Science NCLIS, who is the sponsor of the White House Conference, and assists with all the state and territorial conferences. To date, Georgia and Pennsylvania have held their conferences, Massachusetts precedes ours by only several days, and ours will be the 4th. The remainder will be held by the end of April in 1979. All states and territories with the exception of South Dakota will have one, and there will be a special conference for American Indians.

The bulk of the material in this mailing are photographs and press releases regarding the appearance of Norman Cousins. You are welcome to use them as is, or do your own. BE SURE TO PUT YOUR NAME, ADDRESS, AND PHONE NUMBER in the upper right as a contact person. Because of the high cost of the photographs we have included them for the daily papers only, and hope that you can just send the releases to the radio, TV stations, and weekly papers. But I will leave this up to you, if you feel another way would be better. We will have another release about him at a later date, and releases about the delegates from each area.

The delegates have been invited and responses are coming back. There will be a second round of invitations going out March 14th to fill in those who will not be able to attend.

Our brochure should be ready this week, but we are having problems with the slide-tape show. We project March 10th as the time we can start circulating it. More later on these.

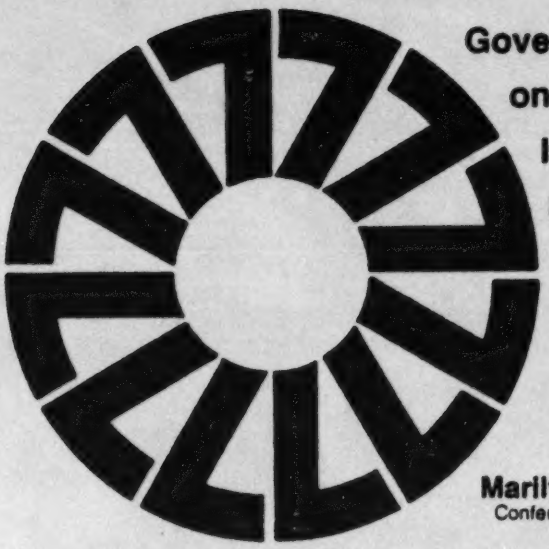
I can't believe time is passing so quickly, and I certainly appreciate all your help. I have had a chance to meet some of you, and am looking forward to seeing you all , and thanking you in person.

Sincerely,

Marilyn

Marilyn Vesely
Conference Coordinator

The Oklahoma Department of Libraries



Governor's Conference on Libraries and Information Service — Update

Marilyn L. Vesely
Conference Coordinator

The LOGOTYPE for Oklahoma's pre-White House Conference features an open circle, representing the library as the focal point of learning resources, with an outer circle of "L's" signifying the dissemination of information in every direction. According to the Steering Committee, the unbroken circular form symbolizes "unending educational development through service available from a library." The Committee further explains that "both the outer perimeter and the inner core of the circle form an 'O' for Oklahoma and . . . the whole logotype is a contemporary version of the native American and Oklahoma Indian symbol of the Sun — a life-giving power." The logotype was designed by Alan Leech, communications specialist, who has written and directed radio and television commercials, films and synchronized multi-media presentations. The logotype will be blue on a grey background. (**ODL SOURCE,** October 1977, p. 1).

Time is getting more precious as the Governor's Conference April 30 to May 2 draws closer. The program sub-committee is firming up times, format, entertainment and speakers. Several outstanding national figures are being contacted as to their availability for the evening of May 1. Governor Boren, Senator Bellmon, and Carl Albert have already accepted their invitations to speak. Also on Monday evening, OLA will sponsor its Legislative Day reception. Sunday evening will feature Oklahoma Authors. We hope you will try to attend one or both of these events at Lincoln Plaza Inn, Oklahoma City.

Six 30-second television spots have been filmed and sent to stations around the state. They should be seen on public service time between now and the end of April. Anything you can do to encourage the playing of these spots or to express your appreciation to the stations for playing them will help all of us interested in libraries. A slide-tape show has been prepared by our public relations consultant Alan Leech. We will be in touch with you about how to secure a copy to show to civic groups and others in your area. It gives a graphic and artistic presentation of library services, strengths and weaknesses, and invites the public into their libraries to "Check them out!"

Delegates will be invited shortly, and their selection has been the most difficult part of the convention planning. From over 1000 highly recommended candidates, the steering committee had to select 150 delegates. Federal guidelines mandated their distribution be geographical. All age and ethnic groups, religious and educational bodies, economic and learning levels had to be represented; as well as did the handicapped and all interest groups. Only fifty of the delegates may be library-related. This category includes present and former educators, AV people, information center people, all types of librarians and persons who make policies for them. Obviously this means that your chances of becoming a delegate are very slim, and it is hoped that anyone who is tempted to feel offended will realize that the committee is trying to do the best that it can. We need all of you, a few as delegates, but every one to support the conference, to publicize it and make it a success.

APPENDIX 11

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

Dear Congressman:

In the fall of 1979, there will be a White House Conference on Library and Information Services in Washington, D.C. In preparation for this meeting all states and territories are required to hold their own state-wide conference. Governor Boren has called Oklahoma's Conference for April 30 - May 2, 1978. We will be the fourth state to convene, and as such, we are drawing interest from many persons from across the United States.

Besides observers from around the country, about 400 persons from our own state will participate; some as delegates, some as resource people, discussion leaders, hosts, etc. In accordance with federal guidelines they will be representative of all ages, educational and income levels, ethnic groups and two-thirds of the delegates will be persons with no specific knowlege of libraries.

Enclosed you will find an outline of the program. We hope you will find time in your busy schedule to attend all, or part of, the Conference. We invite you to be our guest for the receptions and meals. Please return the enclosed meal sheet, as soon as possible, so that we may know how to plan. You will be receiving an invitation from the Oklahoma Library Association for their annual wine and cheese reception to be held in conjunction with this conference. We especially urge you to attend that party and the Norman Cousins dinner which will follow it.

We hope you will join with us in working for better availability of information for all Oklahomans.

Sincerely,

H. Wayne Morgan
Chairman,
Governor's Conference

The Oklahoma Department of Libraries
200 N. E. 18 — Oklahoma City, OK 73105 — 405/521-2502

STATE OF OKLAHOMA
OFFICE OF THE GOVERNOR
OKLAHOMA CITY

DAVID L. BOREN
GOVERNOR

Dear Legislator:

Libraries are important to all Oklahomans. They give assistance to parents, business leaders and planners, government officials, educators, and a wide variety of other citizens. Libraries provide information for daily living and encourage lifelong learning.

As you know, our state is in the midst of great economic growth, requiring sophisticated information and analysis to understand and promote that growth and the social complexities that accompany it. This is a concern to each Oklahoman -- parent, farmer, housewife, student, businessman, community leader, senior citizen -- regardless of his circumstance.

Oklahoma needs to expand its library information services to meet present and future needs. I have called the Oklahoma Conference on Libraries and Information Services to convene in Oklahoma City, April 30 - May 2, 1978. This conference will examine all types of library services in the state, to determine their proper functions and to recommend new directions for growth.

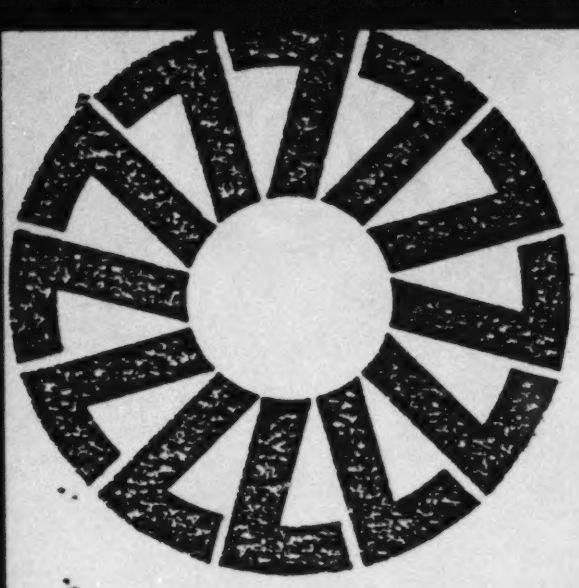
I am pleased to invite you to attend this Conference. Your participation as a citizen will be vital to its success, and to the future of Oklahoma libraries. You do not need any specific knowledge of libraries in order to be a successful participant.

I hope you will join me in this effort to promote library support and library use, which are so important to the development of our great state.

Sincerely,

David L. Boren

David L. Boren
Governor



APPENDIX 12

TENTATIVE PROGRAM

April 30 3-4 p.m.	Delegates arrive, check into their rooms, register at the Conference and receive their informational packets.
4-6 p.m.	Mrs. David Boren is hostess for a get-acquainted reception which will honor Oklahoma Authors. Refreshments.
6-9 p.m.	Dinner and evening meeting. Welcome by Governor Nigh. Keynote speech by Governor Boren. Invocation by Dr. Dolphus Whitten, O.C.U. Dr. Wayne Morgan, Conference Chairman, will outline procedures plans, and goals.
May 1 8-12 noon	General informational background. Presentations from various types of libraries, and "Needs Assessment Study" consultants. Panel discussion with delegate participation.
12-2 p.m.	Luncheon. Opportunity to visit a model library in adjacent room and participate by using the facilities which will include video tapes, cassette recorders, microfilm, photocopying machines, interlibrary loan, braille materials, government documents, and a children's section.
2-5 p.m.	Delegate participation in several small discussion groups: to include Traditional library services; Special services; Expansion of service to business and industry; Cooperation and technology; Legislation and funding. The product of these sessions will be a set of resolutions which express the concerns of the delegates and possible programs which will help reach the Conference goals at the local, state and national level.
5:30-7 p.m.	Wine and cheese tasting reception for Delegates and Legislators, sponsored by the Oklahoma Library Association.
7-9 p.m.	Dinner, featuring Norman Cousins, internationally known writer, speaker, and editor of "The Saturday Review".
9-11 p.m.	Informal discussion time for Delegates to caucus on issues raised during afternoon sessions.
May 2 8-12 noon	Reports from Monday's discussion groups. Introduction and discussion of additional issues. Vote on concerns and put into priority order.
12-2 p.m.	Luncheon, with Dr. Nancy Feldman, from the University of Tulsa.
2-3 p.m.	Selection of Delegates to represent Oklahoma in Washington, D.C. at the White House Conference in the fall of 1979.
3 p.m.	Conference adjourns. White House delegates remain for short briefing.

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

Discussion Leader and Resource People's Briefing Session

February 24, 1978 — Okla. Dept. of Libraries, Conference Room (In Capitol Complex) 200 NE 18th St. - Okla. City — 9:30 - 3:30

1. Call to order, Dee Ann Ray presiding
   A. Background for this meeting (15 min.)
      1. Wayne Morgan will speak on why a Governor's Conference and tell of the role of the steering committee. Discuss goals of Conference and introduce our Coordinator and explain her role.
      2. NCLIS, Heather Nicolle (15 min.)
      3. Slide/Tape on Governor's Conference (15 min.)
      4. Batelle Study, either Bob Clark or someone from Batelle (30 min.)
      5. Pep talk on background reading--what you need to bone up on (15 min) NCLIS report; statistical brochure, if already developed; special materials in their fields of responsibilities; sample questions developed for this purpose; copies of goals--Dee Ann Ray
      6. Questions and answers over the above and discussion (30 min.)
2. 12:00 - 12:45: Lunch (to be eaten on the grounds--you may not leave building in the interest of time.
3. 12:45 - 3:30: Brooke Sheldon--how to lead a discussion, how to be resource people, keeping people on track and relating to goals, how to be a reporter, etc.
4. 3:30 - close: Reminder to do reading and research. Set up early final meeting on Sunday, April 30, from 3:00 - 3:45 p.m. to get organized and cleared on all final details.

APPENDIX 14

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

January 23, 1978

Dear Information Specialist:

You may be aware that the Governor has called a Conference on Libraries and Information Services to be held in the Lincoln Plaza Forum in Oklahoma City April 30, to May 2, 1978.

This will be an opportunity for non-library delegates from all over the state to learn about various types of information sources. It will also provide a way for them to tell the library professionals what they need and want in the way of service.

As part of the conference we will have a room set up as a small public library; an example of what could be available in any community. This model library will also serve as an information area for the entire conference.

We invite you to participate in this living "exhibit" by providing giveaway materials explaining your organization, which will be distributed from the Information Desk. There will be 150 official delegates as well as alternates, non-voting delegates, committee members, legislators and observers, so about 400 copies of each document would be enough.

If you would be interested in additional information and joining us in this part of the program please contact:

Marilyn L. Vesely
Conference Coordinator
Governor's Conference on Libraries
200 NE 18th St.
Oklahoma City, OK 73105
(405) 521-2502

Will you be kind enough to forward this letter, if you are not the person to whom it should be sent?

Sincerely,

Marilyn

Marilyn L. Vesely

The Oklahoma Department of Libraries
200 N. E. 18 — Oklahoma City, OK 73105 — 405/521-2502

May we help you ?

Please check in with the hotel as soon as possible. Check out time will be 2:00 p.m. Baggage may be stored after that in Plaza Suite Number 5. An attendant will be there from noon until 4:00 p.m.

A lounge for delegates will be provided in Plaza Suite Number 5. There will be materials for your use in drafting resolutions, nominating delegates to the White House Conference, etc.

As an official delegate, your meals will be paid for by the Conference. You will not require a ticket, but your badge will provide you entrance to the dining rooms and the receptions. Please wear it at all times.

Your meals and the equivalent of two nights in a single room, will be paid directly to the hotel. Upon checking out you will need to pay only any special charges such as an extra person in the room, phone calls, room service, etc.

In the event of an emergency the hotel has asked us to follow the procedures listed on all the hotel telephones.

A Conference Office will be open during most of the Conference. If you need help in any way, please visit the office in Plaza Suite Number 4. You may also receive messages there. The telephone number is area 405 - 528-2741, ext. 7154.

A model library will be open during Conference hours on Sunday and Monday. Please stop by to visit, relax, and see the workings of a modern library. The library is located in the Senate Room on the ground floor of the Forum building.

If you live more than 50 miles from Oklahoma City, and wish to receive a transportation allowance, please stop in at the Convention Office during the office hours. You will need to sign a form giving us your correct name, address, and social security number. You will need estimated speedometer mileage and any turnpike receipts. These checks will need to go through the state budget office, and will be mailed to you later, at your home address.

You may wish to arrive early on Sunday to take advantage of the final day of the 12th Annual Arts Festival held in downtown Oklahoma City. Artists, craftsmen, and food vendors display and sell their wares in a colorful setting in front of the Civic Center 200 N. Dewey.

Please bring with you 1. Highlights of Battelle Study; 2. Toward a National Program for Library and Information Services; 3. A Report of the Status of Library Media Programs in Oklahoma; 4. Special Library Sketchbook; and 5. Association of College and Research Libraries flyer.

LAST MINUTE DETAILS

1. Tools, ladder, wire, stapler, scotch tape,masking tape, two sided tape, strapping tape, book truck, magic markers, black boards, flip charts, chalk

2. First Aid Kit, aspirin, tissues, change, extra bulbs for AV equipment

3. In Office, copying machine, paper, pencils, ruler, pens, staplers, typewriter(s) extra ribbon, erasers, receipt book, (extra meal tickets, etc.), scratch pads, message board, tacks, transparancies, extension cords, 3-way plugs, gavel, ROBERTS RULES OF ORDER - grease pencils, erasers, liquid paper.

4. Ballot boxes, extra copies of handouts, packets

5. Emergency telephone numbers, phone book, phone(s), file of delegates, visitors, with room numbers, phones, home address, etc.

6. Large Wall Chart - showing names of persons working, location, times. Information sheet for each group telling exactly what they should be doing. For example, persons taking tickets at meal functions should let delegates be seated first, in front of room; badge colors noted for other types of visitors; handicapped persons noted; how to handle seating at head table, how to handle press, TV coverage; Times they should arrive and leave, what badge they should wear.

7. Have list signed by all volunteers, with their addresses, to permit easy Thank you letters later.

8. Have big signs (perhaps your logo) moved from room to room, as activities take place in each one.

9. Provide lounge area for delegates - perhaps with coffee and flowers- where they can relax without going to their rooms, where they can draft resolutions type, phone, etc. Provide paper, pencils, typewriter(s)

10. Provide key persons with schedules - Where they are to be, doing what, when. Set up steering committee meetings several times during Conference to take care of anything that may come up. May be cancelled if not needed.

11. Provide room or suite, to use as "staging area" so entertainers, speakers, etc., who will not be spending the night will have an area to meet, work on their speeches, relax, freshen up from their trip, or whatever.

12. If having proceedings video-taped, provide locked room for the equipment, as well as script, floor plan for personnel. Assign conference worker to them.

13. Have a conference worker (probably a member of local arrangements) to be on hand at all times to work with hotel staff.

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

A word of caution
to our library delegates

In order to get the
greatest input from our lay delegates,
Please:

Talk in understandable terms
Let everyone have a chance to speak
Consider broad issues and policies
Avoid only "your" type of library
Discuss solutions at local, county-
multi-county, state + federal levels
Mingle with the lay delegates

The Oklahoma Department of Libraries

OKLAHOMA GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES

If, in your opinion, there are some areas of library information services in Oklahoma not adequately covered by the Conference, please list them below and give suggestions for action.

* PLEASE RETURN THIS FORM TO PLAZA SUITE 4 BY 7:00 p.m. MAY 1st.

Dear Conference Delegate:

The Conference Committee and Governor Boren want to hear from you. You will be attending three discussion groups to give close attention to some of the problems facing Oklahoma information agencies. Your specific assignment will be to:

1. Examine some of the ideas gained in your background reading and the informational sessions.

2. Express your concerns about what library agencies are and are not doing.

3. Suggest ways for improving services.

4. State your priorities at the local, state, and national level.

Your discussion groups will include people from all walks of life, and from different geographic areas of the state. Hopefully, all will receive an opportunity to discuss matters of importance to them. If you do not have time to bring up your point of view, or if you have an idea occur to you after the group is over, please write it in the space below, and/or on the reverse of this page, and submit it to the Conference Office, Plaza Suite 4, by 7:00 p.m. Monday, May 1st.

Thank you,
Wayne Morgan
Conference Chairman

* PLEASE RETURN THIS SHEET TO PLAZA ROOM 4 BY 7:00 p.m. MAY 1st.

Dear Conference Participant:

We appreciate your interest in the Oklahoma Governor's Conference on Libraries and Information Services, and the gift of your time. Without the hundreds like you assisting, there would be no conference. We are sorry the budget does not allow for you to be our guest.

Enclosed you will find:

1. The tentative program
2. Meal registration information
3. Hotel information and reservation card. (Please note the hotel card should be returned directly to Lincoln Plaza no later than April 15th.)

Because of the federal guidelines specifying a 2/3 lay, and 1/3 librarian delegation, and because of limited meeting room space, there will not be open access to all meetings. If you wish an "observer" slot, please notify this office. The meal functions will be open to every one, but advance registration is required. You are also welcome to attend the meal functions as an observer.

The conference office will be in Forum Room 4 of Lincoln Plaza, (floor plan is enclosed). Be certain to check in at the office to pick up your meal tickets, conference packet, and name tag.

If you have any further questions regarding the conference, please do not hesitate to contact me at the address below. We all look forward to having you join us during all or part of the Governor's Conference, April 30 - May 2 at the Lincoln Plaza Forum in Oklahoma City.

Sincerely,

Marilyn Vesely

Marilyn L. Vesely
Conference Coordinator

APRIL 30, MAY 1 AND 2

LINCOLN PLAZA FORUM
4445 North Lincoln Blvd.
Oklahoma City

GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES
A Pre-White House Conference
David L. Boren, Governor

DINNER AND LUNCHEON SCHEDULE and RESERVATION FORM

(A) SUNDAY, April 30, 6:00 p.m.
DINNER: Exhibition Hall
PROGRAM: The Honorable David Boren opens the conference
MENU: Braised beef tips with egg noodles a la Plaza
TICKET PRICE: $6.75

(B) MONDAY, May 1, 12:00 noon
LUNCHEON: The Dinner Theater
PROGRAM: The Oklahomans entertain delegates and guests
MENU: Baked ham with fruit sauce and potatoes lyonnaise O'Brien
TICKET PRICE: $6.25

(C) MONDAY, May 1, 7:00 p.m.
DINNER: The Dinner Theater
PROGRAM: Norman Cousins, Editor of The Saturday Review offers the keynote address, and the Tunesmiths entertain
MENU: Boneless breast of chicken with rice pilaf
TICKET PRICE: $8.00

(D) TUESDAY, May 2, 12:00 noon
LUNCHEON: The Dinner Theater
PROGRAM: Dr. Nancy Feldman of the University of Tulsa
MENU: Roast sirloin of beef with oven roasted potatoes
TICKET PRICE: $6.50

Detach and return with your check:

Mail to: MEAL RESERVATIONS / GOVERNOR'S CONFERENCE ON LIBRARIES
200 N.E. 18th Street / Oklahoma City, OK 73105
Make check to: Anne Rounds, Hospitality Chairman

No.	Event		Cost
_____	(A) Dinner, Sunday, April 30	(@ 6.75)	_____
_____	(B) Luncheon, Monday, May 1	(@ 6.25)	_____
_____	(C) Dinner, Monday, May 1	(@ 8.00)	_____
_____	(D) Luncheon, Tuesday, May 2	(@ 6.50)	_____

Name _____

Address _____

_____

Total enclosed
(CHECK OR MONEY ORDER)

Reservations must be received by:
MONDAY, APRIL 17

☐ Please mail tickets to address at left.

☐ I will pick tickets up at the Conference Office, Plaza Suite #4 Lincoln Plaza Forum, at least 30 minutes prior to the event.

A PLACE TO BEGIN

This is your discussion group. Feel free to use these questions as a starting place, or simply discard them and start with your own.

What is a library?

What services should a library provide? Should all libraries provide the same type of service?

Where do we expect libraries to be in five years?

Who should formulate goals for libraries?

Should there be mandated minimum standards of personnel, hours, materials, services, etc.? Who should formulate them? How could they be implemented?

Should every citizen have access to services provided by every library?

Should all library services be free to the user? Who should finance them?

What should be the role of Federal, State, and local governments with regard to libraries?

What is the role of the citizen in supporting libraries?

PLEASE REMEMBER - We are talking about all types of libraries, not just public. All discussions need to relate to the goals and objectives of the Conference.

Hannah's Hotline

by State Representative Hannah D. Atkins, District #97

THIS PAST WEEK WAS A WEEK PACKED FULL OF meetings and speeches.

OVER FOUR HUNDRED PEOPLE FROM ALL OVER THE state convened at Lincoln Plaza Forum for the Governor's Conference on Libraries and Information Services. For several days, the group considered the needs and issues which are involved in providing good library service to Oklahoma. Throughout the ages, libraries have fulfilled the informational, educational and recreational needs of millions of people of all ages. Today there are 197 public libraries, 50 college and university libraries and hundreds of school and special libraries serving the state. It was my task to preside over the business meeting at which time more than 50 resolutions were voted on! That was as many as we in the House of Representatives would take up in a normal week or two of the Session. It was a good meeting. Delegates were elected to the White House Conference on Libraries which will be held in Washington in October.

APPENDIX 22

Name of Delegate

Please indicate how you voted on each issue, so that we are in compliance with the Oklahoma Open Meeting Law.

1.	22.	43.
2.	23.	44.
3.	24.	45.
4.	25.	46.
5.	26.	47.
6.	27.	48.
7.	28.	49.
8.	29.	50.
9.	30.	51.
10.	31.	52.
11.	32.	53.
12.	33.	54.
13.	34.	55.
14.	35.	56.
15.	36.	57.
16.	37.	58.
17.	38.	59.
18.	39.	60.
19.	40.	61.
20.	41.	62.
21.	42.	63.

TIPS ON WHAT YOU CAN DO AFTER THE GOVERNOR'S CONFERENCE

1. Vist the libraries in your area. Discuss the conference; express your support of libraries and ask the librarians how you can help locally.

2. Visit your newspaper editor. You can either take a short write-up about your participation in the conference or let the editor interview you to get the facts (your name; the name of the conference; when, where and why it was held; a brief summary of the events; the fact that it precedes a national White House Conference). Your editor may want to accompany this news item with a photo of you and your librarian. (For example, the two of you could be examining some of the different types of library materials offered, or a service map, or materials on the Governor's Conference). Encourage your editor to run editorials supporting the library and to run regular news stories about the library. Stress how important all libraries are to the entire community.

3. Call or visit your local radio station. Prior to this, check with local librarians to find out if they have given the station any public service announcements to air. If so, ask the station manager to please run them as often as possible. Public service announcements are free of charge, and stations are required to run a certain number.

4. Television news directors may also be interested in doing a story on the Conference. If you live near a television station, your visit to their newsroom may pay dividends.

5. Talk up library and information services to your friends, especially the opinion leaders in your community. Word of mouth is still one of the best ways to spread information and create favorable public opinion.

6. Visit or write your local, state, and national elected officials. Tell them you have attended the Governor's Conference. Seek their support of libraries and seek it every time a library issue comes before them; for example, when your local library's budget is being considered by the mayor and city council, the state library budget is being considered by the legislature or funding for the Library Services and Construction Act is being considered by Congress. Ask your friends also to seek legislative support of libraries. When your elected

officials vote positively, be sure to thank them. If you choose to donate to their reelection efforts, or to campaign for them, be sure to mention that you are doing so, in part, because they have helped libraries.

7. If library bond or millage elections are held, ask your librarians how you and your friends can help.

8. Keep up to date on library news. Watch for newspaper and magazine articles about libraries, and ask your librarians to help keep you informed.

9. Get to know members of the governing boards of your libraries. Perhaps you can get appointed to that board, or join a Friends of the Library group.

10. Support your libraries by deeds as well as words. Check out books, scan newspapers, read magazines. Use the reference service. Visit the programs and view the exhibits. Talk about their services to your friends.

Libraries are dependent on the support of their communities. As a sage old Senator said, "People are generally down on what they're not up on." Do your part to help keep your community up on libraries.

NEWS RELEASE

APPENDIX 24

FOR FURTHER INFORMATION, CONTACT:

_____ of _____ Oklahoma is one of 150 official delegates to Oklahoma's Governor's Conference on Libraries and Information Services which will be held at Lincoln Plaza Forum in Oklahoma City, April 30 to May 2.

This is a pre-White House Conference called by Governor David L. Boren to serve as a forum for discussion of the concerns of all types of library and information services within the state.

The three-day program is expected to increase public awaraness of libraries in Oklahoma. In addition to noted speakers, panel discussion groups and seminars, there will be a model library display with books, audio visual aides, art, records and toys and teletype machine which will call attention to Oklahoma's international library loan network.

Delegates to the Conference were selected from a broad spectrum of the state's population and from many different interst groups. At the conclusion of the conference at 3 p.m. on Tuesday, May 2, nine delegates will be selected to represent Oklahoma at the White House Conference on Library and Information Services which will be held in Washington, D.C. in the fall of 1979.

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OKLAHOMA GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES

E V A L U A T I O N

1. Are you _____ an educator? _____ a government official?
   _____ an interested citizen? _____ a student?
   _____ a librarian? _____ a library trustee?

	Yes	No	Possibly
2. The purposes of this Conference were made clear to the participants.			
3. The Conference, as a whole, achieved its purposes.			
4. The Conference's organization was appropriate.			
5. The speakers were effective in terms of the purposes of the Conference. Norman Cousins Nancy Feldman			
6. The discussion groups effectively addressed pertinent questions related to library and information services at the local, state, and national levels.			
7. Are you satisfied with the concepts and recommendations submitted by the discussion groups?			

8. What was the most outstanding feature of the Conference?

9. What was the weakest feature of the Conference?

10. I plan to take the following action in my community to improve library services.

* THIS FORM WILL BE COLLECTED AFTER THE TUESDAY LUNCHEON

THANK YOU FOR BEING A "RED RIBBON" VOLUNTEER!

PERSONS NEEDING SPECIAL ATTENTION:

Delegate Richard Mullins is from the School for the Deaf. He will be attending with his interpreters, Mildred Gay who is also a delegate, and Judy Ashcraft who will be wearing a green Ribbon

Delegate Barbara Scheffer is in a wheel chair and will need aisle seating.

Oklahoma Author Carol Rachlin (Rock-lynne) is also deaf, and will probably be with Alice Marriott, another Oklahoma Author

Author Kent Ruth finds walking difficult, may not wish to go up to Forum Suite 260, so may wish to remain in the model library, until time for the Author's Reception.

NO ONE IS TO BE ALLOWED INTO THE BLUE ROOM FOR THE AUTHOR"S RECEPTION UNTIL MRS. BOREN ARRIVES AND OPENS THE DOOR. - This is Sunday at 4p.m.

CONFERENCE OFFICE AIDES:

Please keep track of Plaza Suite 6 (Press Room); Suite 5 (Delegate Lounge); and Plaza 4 (Office). See that there is ice water, clean ash trays, paper, pencils, kleenex, whatever. Be available to office for running errands, showing people from one room to another, and answering phones.

TICKET TAKERS:

Official Delegates (and their spouse if they have brought one) should be allowed into all meal functions first. Delegates will be wearing blue ribbons and will not need tickets. Ask them to sit at the front tables. Persons wearing green ribbons should be allowed in next, if at all practical, but not if it would be awkward. Every one except the Governor's wife, and the Lt. Gov. should have tickets. Collect them and bring them back to the Conference Office.

We may need you to assist the A/V person by dimming lights, etc. In most cases ALLAN GOODE will be the one who may call on you.

As people are finishing eating, we want you to pass around bowls of gum balls. This is a gimmick to point out that a 1¢ piece of gum is equivalent is what is spent one library service per person, per day in this state. Perhaps no one will take any gum at all, but we want to make them conscious of this, so they can never see another gum ball in their lives without thinking of library financing.

WE STILL NEED A FEW PEOPLE TO HELP AS RECORDERS AND REPORTERS ON MONDAY AFTERNOON FROM 1:30 to 3:45. IF YOU CAN HELP, SIGN UP IN THE OFFICE.

REGISTRATION VOLUNTEERS

DELEGATES	Give packet with person's name on it Give them their blue ribbon badge Give them program Ask if they are picking up extra tickets. These are in envelopes in box, in alphabetical order. There is no charge unless indicated on envelope. If money is due take check payable to ANNE ROUNDS, and give receipt. Receipt book is in back of ticket envelopes. Have them sign in on white paper so we have their hotel room number, and correct address at home.
DISCUSSION PEOPLE	Give packet with person's name on it Give them their yellow ribbon badge Ask if they are picking up extra tickets. (See above) Have them sign in on pink paper as above
AIDES	Give packet - no names on these Give them their red ribbon badge Give them program Give them Standing Rules of the Conference sheet Ask if they are picking up tickets (see above) Have them sign in on pink paper as above
GUESTS, OBSERVERS OTHERS	Check to see if a green tag has been made out to them. If not, make one from blank stick-on cards available. Give them packet - no names on these Give them program Give them Standing Rules of theConference sheet Ask if they are picking up extra tickets (see above) Ask them to sign in on pink paper as above.

IF YOU RUN INTO ANY PROBLEMS, ASK THEM TO COME DOWN TO THE OFFICE, PLAZA SUITE 4.

WHEN ARRANGING FOR HOTEL INFORMATION AND COSTS:

1. Convention Rate? Number of Free Rooms, Suites, Press Room? Office space?
2. Will there be a cost on meeting rooms?
3. Do they provide airport pickup and delivery?
4. Will they provide maps, brochures, room reservation cards?
5. What will be extra charges for PA system, piano, screens, projectors, display tables?
6. Is there an increase contemplated in charges for meals, rooms? What is the cut-off date for price change?
7. Are there ample plugs, 220 wirings, dedicated lines for copiers, etc.
8. Can any of the groups own food, or drink be brought in? If wine, etc. is served, what is the charge for bartender(s), corkage?
9. Are gratuities and taxes figured in charges, or to be added on later?
10. Can they provide for late-check out? Is there a baggage holding room?
11. Can you bring in own AV equipment? Projectionists, etc.?
12. Can you get some equipment/materials in earlier than date of meeting - free?
13. Do you need to hire extra security?
14. Is parking free?

Thank You:

Mr. and Mrs. Fred Olds, of the Oklahoma Territorial Museum, for creating the carousel horses for the children's section of the Model Library.

Mr. Bob Clark, Sound Systems Department, R.K. Black, Inc., for providing the background music in the Model Library.

Mr. David Fitzgerald, Mr. Mike Beals, and Mr. John Jernigan of Fitzgerald and Beals Photographers, for the photographic exhibit in the Model Library.

Mr. Bundy Moore, of Library Bureau, for furniture and natural oak shelving in the adult and children's sections of the Model Library.

Mr. Thurman Caperton, Microfilm Systems Department, R.K. Black, Inc., for use of the microfilm reader-printer.

Mr. Wayne Gratigny, of Gum Products, Inc., for the donation of gum balls offered at the meal functions of the conference.

Mr. Robert G. Howard, of Gaylord Brothers, Inc., for use of displayers and racks for newspapers, magazines, paperback books, and literature in the Model Library.

Ms. Sarah Fortenberry, Ingram Book Co., for new copies of popular fiction and non-fiction books in the Model Library.

The Oklahoma Historical Society for providing an exhibit for the children's section of the Model Library

Mr. Michael A. Parks, Duplicating Products Division, R.K. Black, Inc., for the use of the copying machines in the Conference Office, and in the Model Library.

The Baker & Taylor Companies, for Conference packet printing expenses.

Mr. Dan Keller, Xerox Inc., for use of the color copying machine in the Model Library.

Mr. Jim Kennedy, of AMIGOS, for the on-line bibliographic searching equipment in the Model Library.

First National Bank of Oklahoma City for ball point pens.

Liberty Bank of Mid-America, Oklahoma City, for pencils.

Southwestern Stationery & Bank Supply, Inc., for the Conference packets.

Dr. John Ezell, University of Oklahoma Western History Collections, for historical photographs in the Model Library.